Virginia Regulatory Town Hall
Agency User Manual

Part 2:
Virginia Regulatory Town Hall

Section 2: Basic functions

This section covers the following topics in the order listed:

- Meeting notices and meeting minutes
- Guidance documents
- General notices
- Legislative mandates
- Editing and updating information
- Document files – when and how you can replace

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Meeting notices and minutes on the Town Hall

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Why meeting notices and minutes are to be posted on the Town Hall

All board meetings and all public meetings that are expected to address regulatory policy **must** be posted on the Town Hall Calendar. You can post other meeting information as well, e.g., meetings of technical advisory groups.

Such meeting notices must be posted on the Town Hall pursuant to Executive Order 21 (2002). EO 21 requires all agencies to post, whereever feasible, an agenda for a public meeting addressing regulatory policy on the Town Hall at least seven days prior to the date of the meeting. EO 21 further requires that all minutes of regulatory meetings be posted on the Town Hall. In order to post meeting agendas and minutes on the Town Hall, it is necessary to first post a notice of the meeting.

When meeting notices and minutes are to be posted on the Town Hall

Meeting notices should be posted as soon as possible after a meeting is scheduled, preferably at least two weeks before the scheduled meeting. You may add meetings, edit meeting information, and cancel meetings on the Town Hall **at any time** up to the date of the meeting.

As for meeting minutes, section 2.2-3707.1 of the Code of Virginia requires that:

- Draft minutes of meetings be posted as soon as possible but no later than ten working days after the conclusion of the meeting, and that
- Final minutes be posted within three working days of final approval of the minutes.

How to add a meeting notice to the Town Hall

Step 1: After logging on to the Town Hall as an agency user, see the blue menu bar on the left and look for "Agency functions." On the dropdown list, click on “Agency Boards.” On the blue menu bar, click on “Agency Boards.”

Step 2: Click on the board that is having or sponsoring the meeting.

Step 3: Click on View Meetings scheduled for this board.

Step 4: Click on Add Meeting. Where it is says, “What will this meeting address?” Consider the three options below and click on the appropriate link for further instructions:

- Only general business of this board is scheduled
- Particular regulation(s) under this board are scheduled to be discussed
- This is a public hearing on a proposed regulation(s) under this board

Only general business of this board is scheduled

Step 5: Check “General business of this board” and then click the "Enter Meeting Information" button.

Step 6: Enter the appropriate information in the following fields:

- **Host agency:** The default agency will appear.
- **Meeting title:** Enter a brief descriptive title explaining the purpose of the meeting. Note that this title will be used to identify the meeting on the Town Hall, as well as on the VIPNet Commonwealth Calendar under a “Meeting of” field.
- **Location:** Enter the location of the meeting. Enter in the following order, as applicable, building name, street address, floor, room, city, VA. Do not include zip code.
- **Agency web site:** The default web site address for the agency will appear. You may edit this information.
- **Date of meeting:** Enter date numerically, e.g., 07/20/2005.
- **Time of meeting:** Enter time as AM or PM, e.g., 7:00 PM.
- **Agenda / briefing materials:** If you upload a meeting agenda (and it is recommended) and/or briefing materials, do so at least seven days before the meeting. Click here for instructions on how to upload documents. If the agenda has not yet been finalized, you may add it later by clicking on Edit/Cancel Meeting.
- **Will minutes be taken?** If you anticipate that minutes will be taken at the meeting, indicate “yes.”
- **Handicapped / Deaf:** Check these boxes if the meeting arrangements will accommodate these individuals.
- **Do not notify Registrar?** Check this box if you do **not** wish to notify the Registrar so a meeting notice may be published in the *Register* (e.g., if the meeting is scheduled too late for inclusion in the *Register*).
- **Purpose of meeting:** Describe why the meeting is going to be held and the objectives of the meeting. Please limit this to 25 words or less.
- **Meeting contact information:** The default contact for the board will automatically appear. You may edit this information.

Step 7: Click on the Submit meeting link to add the meeting information to the Town Hall Calendar and to send notice to VIPNet and the Registrar

Particular regulation(s) under this board will be discussed

Step 5: Check “Particular regulation(s) under this board" and then click on the "Enter Meeting Information" button.

Step 6: Enter the appropriate information in the following fields:

- **Host agency:** The default agency will appear.
- **Meeting title:** Enter a brief descriptive title explaining the purpose of the meeting. Note that this title will be used to identify the meeting on the Town Hall, as well as on the VIPNet Commonwealth Calendar under a “Meeting of” field.

- **Location:** Enter the location of the meeting. Enter in the following order, as applicable, building name, street address, floor, room, city, VA. Do not include zip code.
- **Agency web site:** The default web site address for the agency will appear. You may edit this information.
- **Date of meeting:** Enter date numerically, e.g., 07/20/2005.
- **Time of meeting:** Enter time as AM or PM, e.g., 7:00 PM.
- **Agenda / briefing materials:** If you upload a meeting agenda (and it is recommended) and/or briefing materials, do so at least seven days before the meeting. Click here for instructions on how to upload documents. If the agenda has not yet been finalized, you may add it later by clicking on Edit/Cancel Meeting.
- **Will minutes be taken?** If you anticipate that minutes will be taken at the meeting, indicate "yes."
- **Handicapped / Deaf:** Check these boxes if the meeting arrangements will accommodate these individuals.
- **Do not notify Registrar?** Check this box if you do **not** wish to notify the Registrar so a meeting notice may be published in the *Register* (e.g., if the meeting is scheduled too late for inclusion in the *Register*).
- **Purpose of meeting:** Describe why the meeting is going to be held and the objectives of the meeting. Please limit this to 25 words or less.
- **Meeting contact information:** The default contact for the board will automatically appear. You may edit this information.
- **This meeting will involve discussion of the following regulations:** Put a check next to the boxes of the particular chapters that will be discussed at the meeting.

Step 7: Click on the "Save" button to add the new meeting information to the Town Hall Calendar, and send a notice to the *Commonwealth Calendar* and the Registrar.

This is a public hearing on proposed regulation(s) under this board

Note: Scheduling a public hearing can be done only after the proposed stage is submitted to the Registrar for publication (because the public hearing must be scheduled during the public comment period, the dates of which can be determined only around the time the proposed stage is submitted to the Registrar).

Step 5: Check "This is a public hearing on proposed regulations under this board" and then click the "Enter Meeting Information" button.

Step 6: Enter the appropriate information in the following fields:

- **Host agency:** The default agency will appear.
- **Meeting title:** Enter a brief descriptive title explaining the purpose of the meeting. Note that this title will be used to identify the meeting on the Town Hall, as well as on the VIPNet Commonwealth Calendar under a "Meeting of" field.
- **Location:** Enter the location of the meeting. Enter in the following order, as applicable, building name, street address, floor, room, city, VA. Do not include zip code.
- **Agency web site:** The default web site address for the agency will appear. You may edit this information.

- **Date of meeting:** Enter date numerically, e.g., 07/20/2005.
- **Time of meeting:** Enter time as AM or PM, e.g., 7:00 PM.
- **Agenda / briefing materials:** If you upload a meeting agenda (and it is recommended) and/or briefing materials, do so at least seven days before the meeting. Click here for instructions on how to upload documents. If the agenda has not yet been finalized, you may add it later by clicking on Edit/Cancel Meeting.
- **Will minutes be taken?** If you anticipate that minutes will be taken at the meeting, indicate "yes."
- **Handicapped / Deaf:** Check these boxes if the meeting arrangements will accommodate these individuals.
- **Do not notify Registrar?** Check this box if you do **not** wish to notify the Registrar so a meeting notice may be published in the *Register* (e.g., if the meeting is scheduled too late for inclusion in the *Register*).
- **Purpose of meeting:** Describe why the meeting is going to be held and the objectives of the meeting. Please limit this to 25 words or less.
- **Meeting contact information:** The default contact for the board will automatically appear. You may edit this information.
- **This meeting serves as a public hearing for the proposed stages of the following regulatory action (check all that apply):** Put a check next to the boxes of all the proposed regulations that will be discussed at the public hearing.

Step 7: Click on the "Save" button to add the new meeting information to the Town Hall Calendar, and send a notice to the *Commonwealth Calendar* and the Registrar.

How to edit meeting information or cancel a meeting.

Step 1: After logging on to the Town Hall as an agency user, see the blue menu bar on the left and look for "Agency functions." On the dropdown list, click on "Agency Boards."

Step 2: Click on the board that is having or sponsoring the meeting.

Step 3: Click on View Meetings scheduled for this board.

Step 4: Click on the appropriate Meeting Title.

Step 5: To edit a meeting, click on Edit/ Cancel Meeting, revise the appropriate fields.

Step 6: Indicate whether you wish the Town Hall to send email notification regarding the change (s) that you are making to the meeting details by checking/filling in the appropriate boxes.

Step 7: Click on the Save button, "Cancel this meeting" button, or the "Don't save changes" button, as appropriate.

How to add meeting minutes

On the **Edit Meeting page**, a new field has been added, "Will minutes be taken?" The default answer is "no" so be sure to change this to "yes" if appropriate, so that you may later post minutes. ***Note:*** You can always return to the **Edit Meeting page** page later to make this change.

In posting minutes, indicate whether they are draft or final minutes. You are encouraged to post draft minutes as soon after the meeting as possible, even if it is just a brief one page executive summary of key actions taken during the meeting. ***Tip:*** When you later add the final minutes, use the summary as an introduction to the formal minutes for a quick and easy-to-read encapsulation of the board meeting.

Step 1: After logging on to the Town Hall as an agency user, see the blue menu bar on the left and look for "Agency functions." On the dropdown list, click on “Agency Boards.”

Step 2: Click on the applicable Board.

Step 3: Click on View Past Meeting Minutes.

Step 4: Find the board meeting and click on the Description.

Step 5: Click on Edit/cancel meeting.

Step 6: Scroll down the page and next to “Minutes Revision,” indicate whether you are posting draft or final minutes.

Step 7: Upload the meeting minutes. Click here for instructions on how to upload the minutes.

Step 8: Click on “Save” at the bottom of the screen.

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Guidance documents on the Town Hall

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What is a guidance document?

A "guidance document" is any document developed by a state agency that provides information or guidance of a general nature to agency staff or the public to interpret or implement statutes or the agency's rules or regulations.

Put another way, rules bind the regulated (i.e., they have the force of law and violators can be punished) and the regulator (i.e., the agency/board has to follow its rules or the courts will order the agency/board to do so). Guidance documents, on the other hand, do **not** bind either the regulator or regulated.

A guidance document can be challenged as a de facto rule when an agency follows it inflexibly or tries to enforce compliance with it.

According to § 2.2-4001 of the Code of Virginia, agency minutes or documents that pertain only to the internal management of agencies are **not** guidance documents (or rules).

How to organize your guidance documents on the Town Hall

The Town Hall will automatically sort your documents by agency and individual board. Further, the Town Hall will automatically list your documents under the agency and/or board categories in the order they were originally uploaded on the Town Hall (not the last revision date of the guidance document). (The revision date has no effect on how guidance documents are listed.)

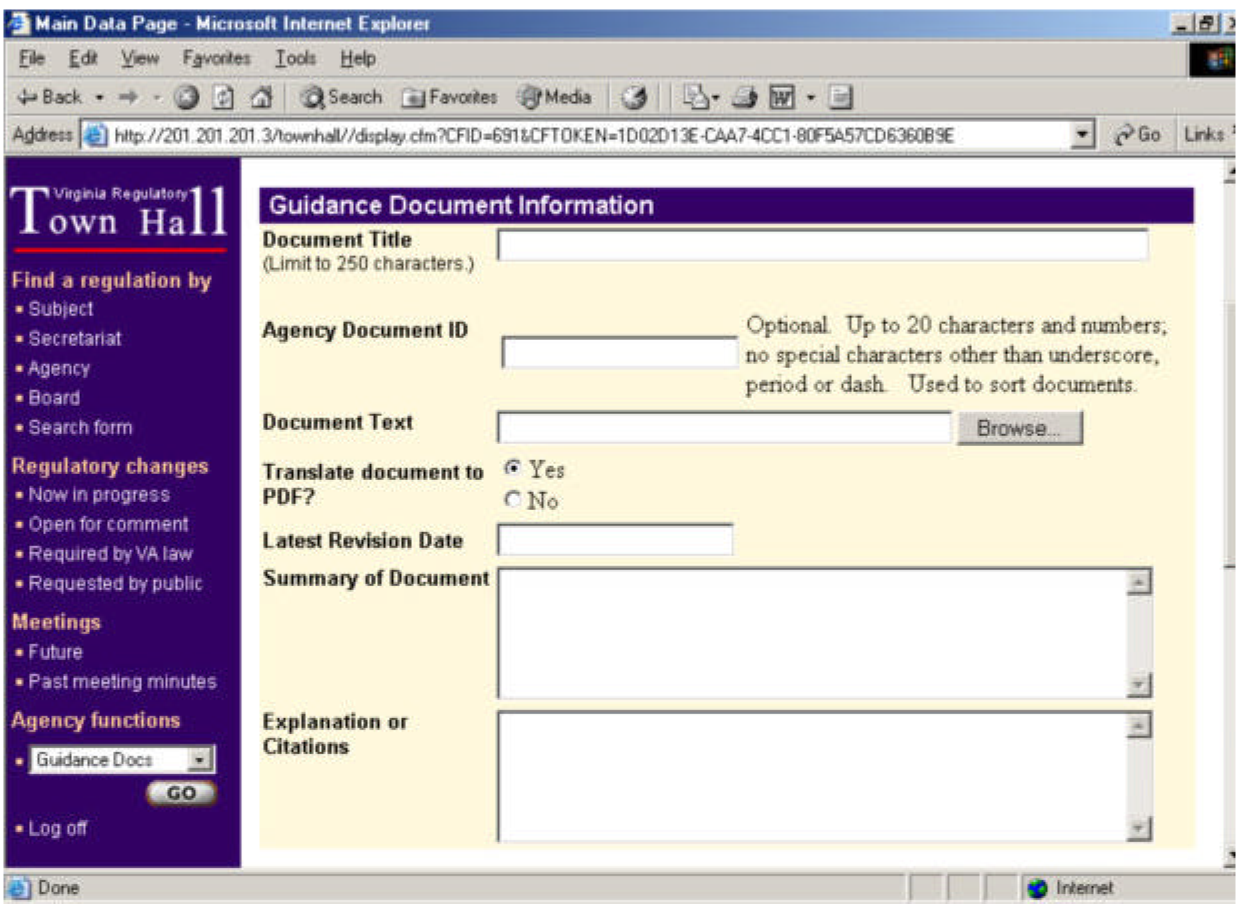
You also have the ability to list your guidance documents within the agency and/or board categories in a special order (i.e., something other than in the order the guidance documents were uploaded). To specially order your documents, you will assign each guidance document with a unique "Agency Document ID" when you upload the document. Each Agency Document ID may consist of up to 20 characters or numbers. No special characters other than the underscore, period, or dash may be used, however.

Generally speaking, guidance documents with an Agency Document ID appear in the following order: (1) numbered documents appear first on the list, and (2) documents with letters follow in alphabetic order. See the attached list of DEQ Guidance Documents in order to gain a better sense of how the Town Hall orders guidance documents.

How to upload a guidance document on the Town Hall

- On the blue menu bar, click on "Guidance Documents." You can also go to either the **Board** or **Chapter Information** pages and click on Guidance Documents link.

- Click on Add Guidance Document link.
- Complete form that appears on the screen (similar to that pictured below), including document applicability.
- In order to better organize your guidance documents, you may assign each document an identification #. Up to 20 characters or numbers may be used. However, no special characters other than the underscore, period, or dash may be used.
- To upload a guidance document on to the Town Hall website: First, make sure it is a document ending in ".doc" or a PDF document. Next, click "browse…" and double click on the file on your computer that you would like to add.
- Translate to PDF? If the document you wish to upload is already a PDF file, check "no." Otherwise, indicate "yes."
- For the "Latest revision date," please use the following format: 03/04/2004.
- Under "Explanation or citations," indicate the Code of Virginia or federal law or regulation citation that provides the authority for the guidance document, if applicable.
- When finished, click "Submit" at the bottom the screen.



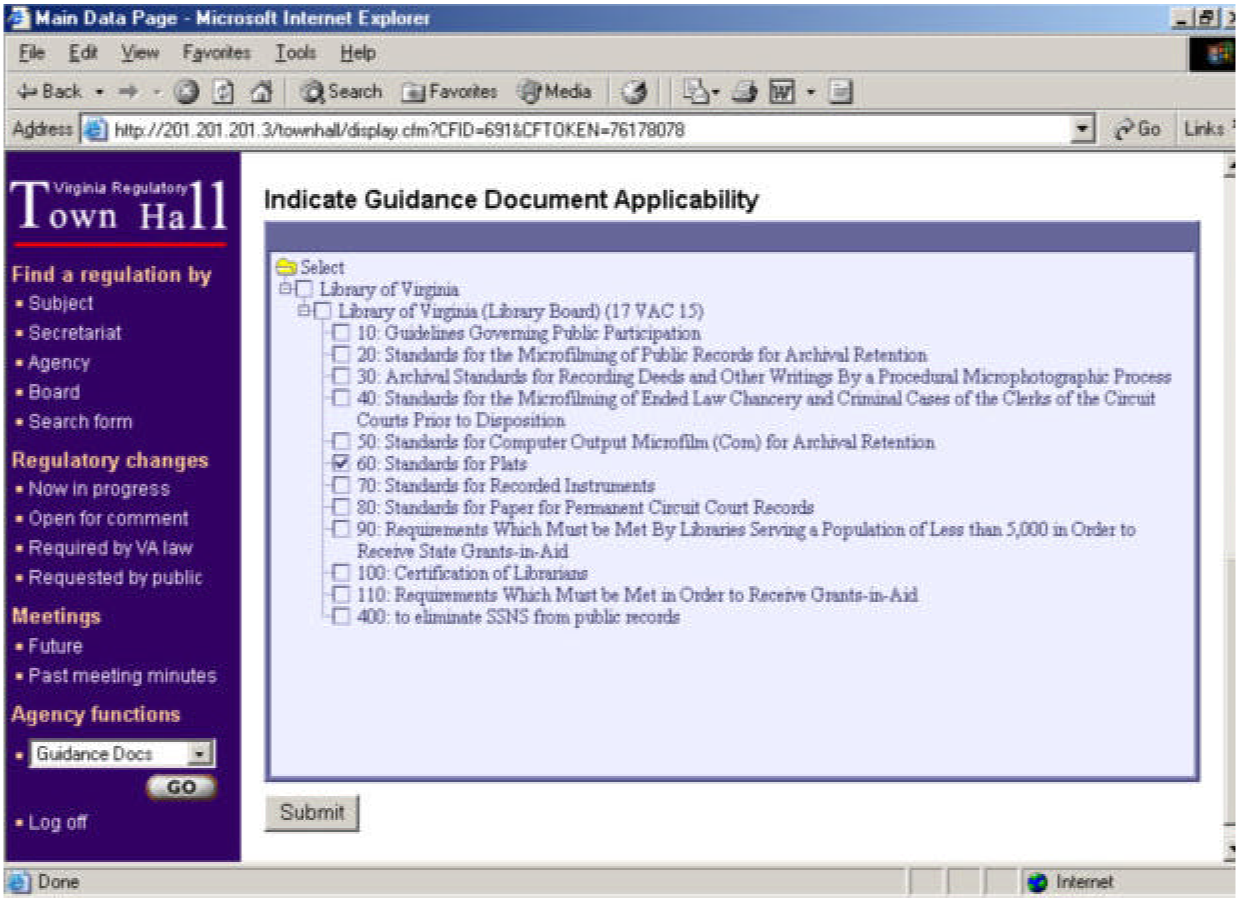
How to determine the applicability of a guidance document

In determining applicability, consider whether the guidance document applies to:

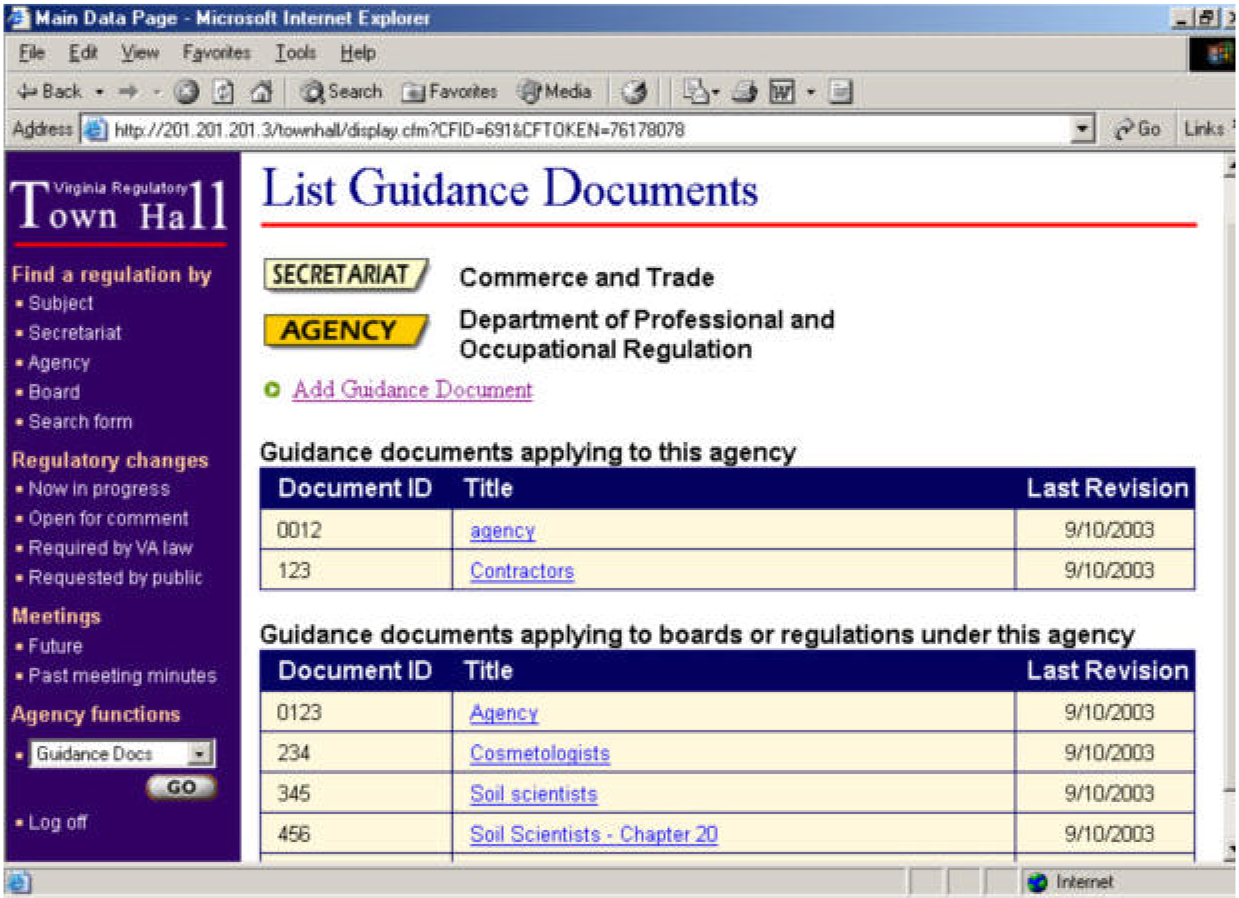
- This agency, in general, but not to a board or regulation;
- A particular board, more than one board of the agency, or all boards of your agency;

- One regulation of a board, more than regulation of a board, or all regulations of a board.

Using the selection tree that appears for your agency, indicate the agency, board(s), and/or regulations that the guidance document applies to. Example: Below is the selection tree for the Library of Virginia. Notice how chapter 60 has been selected. This means that the guidance document applies only to Chapter 60 and no other regulation.



Below is how a list of guidance documents may be structured. Note that there are two primary categories: (1) guidance documents applying to this agency, and (2) guidance documents applying to each board (and its regulations) under this agency:



How to edit guidance document information and applicability

- On the menu bar, click on "Guidance Documents."
- You will see a list of all guidance documents. Click on the guidance document you wish to edit.
- Click on "Edit Guidance Document." Make changes as appropriate.
- When finished, click "Submit" at the bottom the screen.

How to delete a guidance document

- On the menu bar, click on "Guidance Documents."
- You will see a list of all guidance documents. Click on the guidance document you wish to delete.
- Click on "Edit Guidance Document."
- Go to bottom of the screen and click the "Delete guidance document" button. You're done.

Arrange for the Town Hall to generate the annual filing of your guidance documents with the Virginia Registrar

If your agency has posted a **complete** list of all guidance documents on the Town Hall and the following steps (below) are taken by December 15, the Town Hall will generate for you the annual report of your guidance documents required by the Registrar.

If you choose to file through the Town Hall, your agency's filing will be structured as follows: (1) name of agency, (2) introductory paragraph, (3) list of guidance documents pertaining to the agency (including document ID # (if available), name of document, revision date), and (4) the list of guidance documents pertaining to specific boards or regulations under the agency (subdivided by board).

In order to automatically file your agency's guidance document list with the Registrar's Office via the Town Hall:

Step 1: Make certain that your list of guidance documents on the Town Hall is complete and accurate.

Step 2: On the blue menu board under the "Agency functions" dropdown list, click on "Agency Boards."

Step 3: Click on the yellow flag near the top of the page that says, "Agency."

Step 4: Locate the name of your agency and click on the information icon at the end of the line.

Step 5: Click on the "Edit agency" link.

Step 6: Check the box to "File guidance documents online."

Step 7: Include the following information (in narrative form) in the "Introductory guidance document language" field:

- Name, address, and telephone number of the staff person(s) to contact for obtaining copies.
- Name, address, and telephone number of the staff person(s) to contact for asking interpretive or implementation questions.
- Name, address, and telephone number of the staff person(s) to contact for asking interpretive or implementation questions.
- Costs associated with obtaining printed copies of these documents from the agency. If there is no charge, so indicate. If the cost varies depending on the document, so indicate.
- State that your guidance documents are available electronically for no charge on the Town Hall.
- Location for viewing copies of your guidance documents.
- Any other information that you think would be helpful to the public.

Step 8: Click on the "Save Changes" button.

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General notices on the Town Hall

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- What is a general notice?
- How to submit a general notice on the Town Hall
- How to edit a general notice on the Town Hall

What is a general notice?

A general notice is any announcement that an agency wishes to make to registered public users of the Town Hall and for publication in the *Virginia Register*. Basically, there must be some kind of relationship between a general notice and a regulation.

Examples of general notices include (1) announcing the release of a new guidance document that interprets some provision of a regulation, or (2) advising persons that a regulation is being amended through an exempt process and that no public hearing will be held.

A general notice is **not** appropriate for announcing (1) details relating to meetings or (2) the publication in the *Virginia Register* of a regulatory stage, e.g., NOIRA, proposed, or final stage, because the Town Hall automatically sends email notification of these events.

How to submit a general notice on the Town Hall

- On the blue menu bar, click on the agency functions dropdown list and select "Agency Boards."
- Navigate to the board under which you wish the general notice to appear and click on the Board name hyperlink.
- Click on the "Add General Notice" hyperlink.
- Enter General Notice information.
- Click on "Add Notice."

Your notice has now been sent to registered public users of the Town Hall and to the Registrar for publication in the *Virginia Register*. Please coordinate with the Registrar to see what, if any, additional requirements she may have.

How to edit a general notice on the Town Hall

- On the blue menu bar, click on the agency functions dropdown list and select "Agency Boards."
- Navigate to the board which you want to edit the general notice and click the board name hyperlink.
- Click on the "Edit General Notice" hyperlink.
- Update the General Notice information.
- Click on "Save Changes."

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Legislative mandates on the Town Hall

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What is a legislative mandate?

A legislative mandate occurs when a law is passed by the General Assembly and that law explicitly or implicitly requires that a regulation be amended or that a new regulation be promulgated.

Examples of a legislative mandate: (1) a law establishes a new regulatory program and mandates that an agency promulgate a regulation to implement the program, and (2) the Code of Virginia is amended so that an agency/board regulation on the subject must also be amended in order to be consistent with the Code.

Once a regulatory action is begun to implement a legislative mandate, the agency is to "associate" (as directed below) the regulatory action and the legislative mandate so that a Town Hall user can track the implemention of a mandate from the beginning of the regulatory process to the end.

Why legislative mandates are tracked on the Town Hall

The legislative mandate feature is designed to allow agencies to better manage their regulatory work, and to provide members of the General Assembly, members of the public, and executive branch reviewers a snapshot of the progress an agency/board is making in implementing a legislative mandate.

When legislative mandates are to be added on the Town Hall

Once the General Assembly session is complete, agencies must enter all legislative mandates on the Town Hall by September of that same year.

How to add a legislative mandate on the Town Hall

- On the blue menu bar, click on the agency functions dropdown list and select "Mandate List."
- Click on the "Add Mandate" hyperlink.
- Enter mandate information.
- Click on "Add Mandate."

How to edit a legislative mandate on the Town Hall

- On the blue menu bar, click on the agency functions dropdown list and select "Mandate List."
- Navigate to the mandate that you want to edit and click on the "Mandate Title" hyperlink to go to the Mandate Information page.
- Click on the "Edit Mandate" hyperlink.
- Update the data. Note: The board field cannot be edited. The board has to be selected during the creation of the petition.
- Click on "Save Changes."

How to associate a legislative mandate to a regulatory action

- On the blue menu bar, click on the agency functions dropdown list and select "Current Actions."
- Navigate to the action which you want to associate with and click on the "Action Title" hyperlink to go to the Action Information page.
- Click the "Edit Action" hyperlink.
- Select a mandate in one of the Associate Mandate dropdown lists. Notes: (1) The Associated Mandate dropdown lists will only be active when one or more mandates are associated to the regulation of the selected action. (2) An action can have at most three associated mandates. If the same mandate is selected more than once in the dropdown lists, only one will be associated with the action.
- Click on "Save Changes."

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Editing/updating information on the Town Hall

How to edit/update information related to the following:

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- Regulations
- Regulatory actions
- Regulatory stages
- Boards
- Regulatory coordinator/agency contact
- Document files - how and when you can replace

Regulations

How to change the contact person for a regulation:

- On the blue menu board under the "Agency functions" dropdown list, click on "Agency Boards."
- Click on the appropriate board.
- Then click on the title of the regulation that you want to change.
- Scroll down the page and look for the "Edit contact" link above the Contact Information.
- Edit the name, title, address, email address, phone number, telephone, fax, and TDD, as appropriate.
- Click on the "Add New Contact" button.

How to edit other information about a regulation:

- On the blue menu board under the "Agency functions" dropdown list, click on "Agency Boards."
- Click on the appropriate board.
- Then click on the title of the regulation that you want to change.
- Then click on the "Edit regulation" link near the top of the page.
- Edit the "Regulation Information" page, as appropriate.
- After, click on "Save changes."

Regulatory actions

- On the blue menu board under the "Agency functions" dropdown list, click on "Current actions."
- Click on the link to the Action Title of the regulatory action you want to edit.
- If you wish to edit the contact person listed for this regulatory action (and its stages), scroll down a few lines above and look for the "Edit contact" link right above the Contact Information section of the "Action Information" page.
- To change other information relating to a regulatory action, click on the "Edit action" link.
- Make all changes as appropriate on the "Edit Action" page. After, click on "Save changes."

Regulatory stages, e.g., NOIRA, proposed, final

- On the blue menu board under the "Agency functions" dropdown list, click on "Current actions."
- Click on the link to the Action Title of the regulatory action you want to edit.
- If you wish to edit the contact person listed for this regulatory action and its stages, scroll down a few lines above and look for the "Edit contact" link right above the Contact Information section of the "Action Information" page.
- To change other information relating to a stage, scroll down to the bottom of the page and click on the stage you wish to edit.
- Click on the "Edit Stage" link at the top of the Stage Information page.
- Make changes as appropriate to the "Edit Stage" page, as appropriate. After, click on "Save changes" button.

Boards

How to change the contact person for a board:

- On the blue menu board under the "Agency functions" dropdown list, click on "Agency Boards."
- Locate the board you wish to edit and click on the information icon at the end of the line.
- Click on "Edit Contact."
- Edit the name, title, address, email address, phone number, telephone, fax, and TDD, as appropriate.
- Click on the "Save Changes" button.

How to change other information about a board:

- On the blue menu board under the "Agency functions" dropdown list, click on "Agency Boards."
- Locate the board you wish to edit and click on the information icon at the end of the line.
- Click on "Edit Board."
- Edit the name, website address, frequency of board meetings, board description, and authorized officer information, as appropriate. The authorized officer is typically the head of your agency.
- Click on the "Save Changes" button.

Regulatory coordinator/agency contact

If you agency has a new regulatory coordinator/agency contact:

Please contact Jay Lagarde (786-8856) or Melanie West (786-8812) at the Virginia Department of Planning and Budget. For security purposes, DPB requires that your agency head notify DPB about any change in the regulatory coordinator/agency contact position.

Agencies do not have the ability to edit regulatory coordinator/agency contact information (listed on the Agency Information page).

How to edit information about an existing regulatory coordinator/agency contact:

- On the blue menu board under the "Agency functions" dropdown list, click on "Agency Boards." Click on the "Save Changes" button.
- Click on the information icon(s) at the end of the line(s).
- To edit board contact information, click on "Edit Board."
- Edit the name, website address, frequence of board meetings, board description, and

authorized officer information, as appropriate. The authorized officer is typically the head of your agency.

- Click on the "Save Changes" button.

Document files - when and how to replace

When you can replace a document file on the Town Hall

A document file on the Town Hall can be replaced at anytime, except after a document has been submitted to DPB for executive branch review.

If you need to substitute a document (i.e., an agency background statement and/or proposed text of a regulation) after the regulatory package has been submitted to DPB for executive branch review, send an email to melanie.west @dpb.virginia.gov with (1) the action/stage #s, (2) the revised document attached, and (3) a brief explanation of any changes between the attached document and the document already posted on the Town Hall as DPB may need to modify its analysis.

Note: If the regulatory package has already been submitted to Registrar and it is necessary to make a change to a document file, first notify the Registrar. Then send an e-mail to DPB with (1) the action/stage #s, (2) the revised document attached, and (3) a brief explanation of any changes between the attached document and the document already posted on the Town Hall as DPB may need to modify its analysis.

How to replace a document file on the Town Hall

To replace a document, click on the “Browse” button to the right of the appropriate blank box, locate the file on your computer system, and double click on the file to save it to the Town Hall.

The submission process can take a minute or so depending on the size of your files. During this time, the Town Hall is translating the document you submitted into a “PDF” file that may be read by anyone from any type of computer. Once this new files is generated, it will be linked to the Town Hall.

Notes

- All files **must** have a “.doc” extension. This is the default for Microsoft Word. You may use WordPerfect, but you must first rename the file to have the “.doc” extension before attempting to upload the file. It is recommended, however, that you upload a file saved in a Microsoft Word format. You may use Microsoft Word up to version Word 2000 or WordPerfect up to version 6. If you have a later version, just use the save file dialog to save to formats used in an earlier version of the software.
- If you are using the Netscape browser, the file dialog, by default, only shows files with the “.htm” or “.html” extensions. You can change this by setting “Files of type” to “All files” in the drop-down box at the bottom of the select file dialog box. This step is not necessary if using MS Explorer.

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